

ATTENTION GRADUATING SENIORS
NOW IS THE TIME TO APPLY FOR FALL 2008 GRADUATION.

Students sometimes overlook the most important requirements until the last minute. Applying for graduation early ensures that your records will be audited and any problems communicated to you before you reach your last semester. The top four reasons students do not graduate are:

1. General Education Courses

44% of those who didn't graduate failed to complete all of their General Education Course Requirements.

2. 45 Junior/Senior Hours

27% of those who didn't graduate failed to complete 45 Hours of Junior/Senior (300-level and above) Credit.

3. 2.0 KU and Jr/Sr Major GPA

14% of those who didn't graduate failed to meet the 2.0 KU GPA or 2.0 in Junior/Senior Major Hours GPA Requirements.

4. Lack Consistent 16 Hour Enrollment

A student must average 16 hours each Fall and Spring semester in order to complete the minimum 124 hours required to graduate in four years.

Below are the steps to complete the graduation application process. There are several steps to the process, so please read carefully and complete all steps.

1. COMPLETE ENROLLMENT FOR SUMMER 2008 and/or FALL 2008.

2. OBTAIN A MAJOR CERTIFICATION SHEET (MCS)

Students earning the following majors may obtain their Major Certification Sheet by downloading the form at this link: <http://www.clas.ku.edu/students/MCSForm.pdf>. The form may also be picked up in the College Student Academic Services Office in 109 Strong Hall.

- African & African-American Studies
- American Studies
- Anthropology
- Applied Behavioral Science
- Astronomy
- Atmospheric Science
- Biochemistry
- Biological Sciences
- Microbiology
- Molecular Biosciences
- Chemistry
- Classics
- Classical Antiquity
- Classical Languages

- Cognitive Psychology
- East Asian Languages and Cultures
- BS Economics
- European Studies
- French and Italian
- Geography
- Geology
- Germanic Languages and Literatures
- History of Art
- Human Biology
- Humanities & Western Civilization
- International Studies Co-major
- Latin American Studies
- Linguistics
- Mathematics
- Philosophy
- Physics
- Religious Studies
- Russian, East European, & Eurasian Studies Co-major
- Slavic Languages and Literatures
- Speech-Language-Hearing: Sciences and Disorders
- Women's Studies

Students earning the followings majors should obtain their Major Certification Sheet directly from their department:

- Communication Studies
- English
- Environmental Studies
- History
- Political Science
- Sociology
- Spanish
- Theatre & Film

Students in the following majors must meet with their faculty advisor, but do not submit a Major Certification Sheet:

- BA or BGS in Economics
- Literature Language & Writing
- BA or BGS Psychology
- Developmental Psychology
- Public Administration

Schedule an appointment to meet with your faculty advisor for your final advising session, and be sure to bring your Major Certification Sheet. During this session your advisor will complete the “advisor section” of the Major Certification Sheet and sign it. **You must submit a signed Major Certification Sheet to the College Student Academic Services Office in 109 Strong Hall in order to complete the application process.** It is your responsibility to turn in this information. Do not leave the form with your advisor to submit for you.

3. **COMPLETE A MINOR CERTIFICATION SHEET**

If you are completing a minor, you should also meet with a faculty advisor in your minor department. During that meeting you should get your Minor Certification Sheet signed by your advisor, and then submit the signed form to College Student Academic Services in 109 Strong Hall. These forms are available in 109 Strong Hall.

4. **COMPLETE YOUR APPLICATION FOR DEGREE ON-LINE**

- Log onto Enroll & Pay
- Go to Student Center and select “Apply for Graduation” from the drop down menu
- Follow the step-by-step instructions

NOTE: You should only select “Apply” for any majors in which you will have completed **all** requirements by **Fall 2008**. If you have additional majors or minors, you should select “Defer” or “Drop Plan” as appropriate. When you have completed all steps, select “submit application”. You will receive a confirmation message that your application has been successfully submitted.

5. **CONFIRMATION OF REQUIREMENT REVIEW**

You should complete the application process by **July 3, 2008** to receive a priority degree audit. All completed on-line applications that include a signed, submitted Major Certification Sheet received by July 3 will be reviewed during the priority degree audit. This deadline is important because it ensures you will be notified of any concerns found during the audit process in time for you to resolve these issues and graduate on time.

6. **COMPLETION OF DEPARTMENTAL HONORS PAPER WORK**

If you are earning Departmental Honors and have not filed an Honors Intent Form, please do so in the College Student Academic Services Office, 109 Strong Hall.